

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JUNE 16, 2025
APPROVED MINUTES
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1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board of Trustees was called to order by Supervisor Emily Dabish Yahkind at 7:00 p.m. on June 16, 2025, at the Superior Charter Township Hall, 3040 N Prospect Rd, Superior Charter Township, Michigan.

2. PLEDGE OF ALLEGIANCE

Supervisor Dabish Yahkind led the assembly in the Pledge of Allegiance.

3. ROLL CALL

The board members present included Supervisor Emily Dabish Yahkind, Clerk Angela Robinson, Treasurer Lisa Lewis, Trustee Sarah Devereaux, Trustee Dana Greene Jr., and Trustee Ken Schwartz.

Absent: Trustee Brenda McKinney

4. ADOPTION OF AGENDA

The motion was made by Supervisor Dabish Yahkind and supported by Trustee Greene to adopt the agenda with the removal of line item “F” from New Business entitled *Resolution 2025-40, Resolution to Approve Updated Utility Fees*.

The motion carried unanimously.

Documents submitted at the table will appear at the end of these minutes

5. CITIZEN PARTICIPATION

- **Bernice Lindke**, Alan Mark Dr., raised concerns about the audit report, noting a discrepancy regarding the sale of township property that was previously reported as a donation. She expressed surprise that the profit was only \$82,000, not \$182,000 as she had believed, and urged others to verify information given at meetings. Additionally, she highlighted that 93.7% of township funds are uninsured and encouraged the board to consider a sweeping program to ensure full coverage.
- **Barbara Niess-May**, President and CEO of Ypsilanti Meals on Wheels, attended the meeting to answer any questions about the \$10,000 Meals on Wheels invoice on the agenda. She noted that serving 30 to 40 residents typically costs around \$130,000, not including vehicle expenses.
- **Jack Smiley**, Parks and Recreation Commission Chair, provided an update on plans for the Rock property, noting successful public input sessions, early improvements like parking areas and habitat restoration, and nearly \$2 million in grant funding secured with

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no cost to the township. He also mentioned that the property will soon receive a new name and shared plans for additional site enhancements and youth programs.

- **TC Collins** of Willow Run Acres thanked partners—including Parks and Recreation, Margolis Nursery, and the City of Ypsilanti—for their collaboration in planting trees at Fireman’s Park. As a sustainability commissioner, T.C. emphasized the importance of continuing such partnerships and encouraged more joint community efforts between Ypsilanti and Superior Township.
- **Dave Phillips**, Cherry Hill Rd., commented on the audit, noting a 14% increase in revenues and a \$1.35 million draw from the fund balance. He expressed surprise that \$1.35 million was spent on pathways compared to \$160,000 on road maintenance.
- **Brenda Baker**, Ashton Ct., provided an update on the Committee to Promote Superior Township, highlighting their recent infographic and a successful Superior Day event. She noted that the committee has updated flyers with QR codes linked to their Zoom meetings.
- **Juan Bradford**, Parks and Recreation Director, gave an update on upcoming community events at Fireman’s Park, including the YMCA’s “Y on the Fly” program every Wednesday and CLR activities for kids every Saturday starting June 28, with a kickoff event featuring food and games. Plans are also underway for youth and adult beginner tennis lessons later this year.

6. SUPERVISOR COMMENTS

- **Supervisor Dabish Yahkind** gave an update on drainage concerns in the Washington Square area, particularly on Stamford and Oak Brook. The Washtenaw County Road Commission cleaned several drains in early June, and the township’s building inspector conducted an assessment. While the drains appear to function as intended, ongoing discussions with the Road Commission and Water Resources are addressing flow issues, with some problems attributed to seasonal debris like leaves and limbs. She acknowledged that current rainfall patterns differ from when the drainage infrastructure was originally designed and affirmed that efforts to address the issue will continue. She also introduced Lindsay Thompson as the new lieutenant for the township substation.
- **Trustee Greene** emphasized the severity of the drainage issues in Washington Square, noting that one resident has incurred over \$50,000 in damages. He acknowledged that the system may be functioning as designed but suggested it may no longer be adequate due to changing climate conditions. He encouraged long-term planning to address the ongoing flooding concerns and thanked the Supervisor for investigating the matter.

7. PRESENTATIONS

A. Ypsilanti District Library

- **Lisa Hoenig**, Director of the Ypsilanti District Library, highlighted the library’s broad services, including fine-free lending, a seed library, Wi-Fi hotspot loans, and exam proctoring. She shared updates on their strategic goals, such as a new online catalog,

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and celebrated the strong community response to the Superior branch, now in its third summer. Lisa also introduced the new Superior branch manager, Catherine Takach, who has over a decade of library experience. She continued by sharing that the downtown Ypsilanti Library reopened in April and now features study rooms, a laptop lounge, and an updated youth area. She also announced the launch of a new Library Care Coordination Program, funded by a three-year grant, which brings a licensed social worker on staff to help patrons connect with vital services like housing, mental health, and substance use support. The program, based mainly at the downtown location but also active at the Superior branch, will expand in August with two EMU social work interns to further assist the community.

- **Catherine Takach**, YDL Superior Branch Manager, shared her excitement about leading the branch and outlined the wide range of summer programs available for all ages. Highlights include the Summer Challenge reading program, tech and childbirth classes, ASL story time, and the "Meet Up and Eat Up" lunch program with Food Gatherers. The Youth Arts Alliance also offers creative activities like pottery and theater, with strong community engagement and positive feedback from families.

B. The Woodhill Group

- **Colleen Coogan**, The Woodhill Group CPA & CPFO, presented a proposal to serve as Superior Township's interim controller following the departure of the previous controller. Her team—composed largely of retired finance and treasury professionals—offers high-level financial management and strategic planning services on a one-year contract basis. After a half-day assessment, they identified several areas for immediate improvement, including better use of BS&A software, reducing duplication in water/sewer billing, and improving payroll and cash receipting processes.

The Woodhill Group would provide experienced CPA-level support at \$250/hour, estimating that the total cost would remain under the previous controller's \$90K budget. Their goal is to streamline operations, optimize staff capacity, and possibly transition out after building internal capacity. They emphasized that the township has strong staff and the potential for long-term efficiencies with the right guidance and system improvements.

C. Audit Presentation Ken Palka, Auditor, Financial Statement Audit & Representation Letters for Year-End Decemer 31, 2024

The motion was made by Trustee Schwartz and supported by Trustee Devereaux to accept the audit report.

Key highlights from the audit presentation include the following:

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- **Audit Process:** Smooth and well-supported by staff, particularly Accounting Administrator Nancy Mason, who was praised for her performance.
- **Key Findings:**
 1. **Material Weakness:** Lack of staff able to prepare full GAAP-compliant financial statements (a common issue).
 2. **Policy Inconsistency:** The personnel manual states vacation vests over 6 years, but payouts were made at 100%—requires correction.
- **Financial Highlights:**
 - **General Fund Balance** dropped from \$2.2M to **\$933K**, largely due to \$1.6M in capital outlay (primarily pathway projects).
 - **Total Governmental Funds Balance** decreased from \$9.15M to **\$8.46M**.
 - **Water & Sewer Fund** had a **\$925K surplus**, aided by strong rate management.
 - **Pension Liability:** \$12.4M liability with \$8.5M funded; net liability is \$3.9M.
- **Pathway Spending Concerns:**
 - Plymouth Rd Pathway cost **\$1.1M**, far above initial \$200K budget.
 - Overages due to project complexity, easements, and market costs.
 - More than half funded by grants; board requested full cost breakdown for transparency.
- **Next Steps:**
 - Improve coordination between engineering and budgeting.
 - Document grant offsets for public understanding.
 - Plan a **July 25 working session** to review audit implications and update the personnel manual.

The motion carried unanimously.

8. CONSENT AGENDA

The motion was made by Trustee Devereaux and supported by Treasurer Lewis to approve the consent agenda.

Trustee Schwartz left the meeting at 8:19pm.

A. APPROVAL OF MINUTES

- 1. MAY 19, 2025, WORK SESSION MINUTES**
- 2. MAY 19, 2025, REGULAR MEETING MINUTES**

B. REPORTS

- 1. SUPERVISOR REPORT**
- 2. BUILDING DEPARTMENT**
- 3. FIRE DEPARTMENT**
- 4. PARKS AND RECREATION COMMISSION MINUTES**
- 5. SHERIFF'S REPORT**
- 6. UTILITY DEPARTMENT**

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- 7. ASSESSING DEPARTMENT**
- 8. PLANNING AND ZONING DEPARTMENT**
- 9. MONTHLY FINANCIAL REPORTS, MARCH 2025**

C. COMMUNICATIONS

- 1. COMMITTEE TO PROMOTE SUPERIOR TOWNSHIP (C2PST)**

Absent: Trustee McKinney, Trustee Schwartz

The motion carried unanimously.

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. UNFINISHED BUSINESS

**A. ORDINANCE NO. 195 – PROPERTY MAINTENANCE CODE, SECOND
READING**

The motion was made by Trustee Devereaux and supported by Treasurer Lewis to approve the ordinance.

**ORDINANCE NO. 195:
PROPERTY MAINTENANCE CODE**

SECOND READING

The Township Board of the Charter Township of Superior held the final reading of Ordinance 195 for the Charter Township of Superior, entitled the “The 2021 International Property Maintenance Code”. The first reading of Ordinance 195 was made at the regular meeting of the Charter Township of Superior Board of Trustees held on May 19, 2025, at the Superior Charter Township Hall located at 3040 N. Prospect Road, Ypsilanti, MI 48198.

Ordinance No. 195 entitled “The 2021 International Property Maintenance Code” Ordinance 195, enacted by the Charter Township of Superior, Washtenaw County, Michigan, adopts the 2021 International Property Maintenance Code (IPMC), replacing the previously adopted 2015 edition (Ordinance No. 191). The ordinance governs the maintenance and safety standards of properties, buildings, and structures to ensure they are fit for occupancy. It includes localized amendments covering areas such as agency designation, right of entry, enforcement procedures, fees, and heating requirements, and adopts Appendix A of the IPMC for boarding standards.

Absent: Trustee McKinney, Trustee Schwartz

The motion carried unanimously.

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**B. ORDINANCE NO. 196 – RENTAL HOUSING CERTIFICATION, SECOND
READING**

The motion was made by Trustee Greene and supported by Clerk Robinson to approve the ordinance.

**ORDINANCE NO. 196:
RENTAL HOUSING CERTIFICATION**

SECOND READING

The Township Board of the Charter Township of Superior held the final reading of Ordinance 196 for the Charter Township of Superior, entitled the “Utilities Ordinance”. The first reading of Ordinance 196 was made at the regular meeting of the Charter Township of Superior Board of Trustees held on May 19, 2025, at the Superior Charter Township Hall located at 3040 N. Prospect Road, Ypsilanti, MI 48198.

Ordinance No. 196 entitled “Rental Housing Certification” establishes rules and regulations for the periodic and equitable registration, inspection, and periodic certification of all forms of rental housing including single-family, condominium, mobile home, two-family duplex, multifamily, and accessory dwelling unit style buildings and dwelling units; and in doing so, the Charter Township of Superior hereby repeals Ordinance No. 106 entitled Inspection of Multiple Dwellings effective on January 15, 1990 as amended by Ordinances No. 170 effective on January 22, 2008 and Ordinance No. 175 effective on October 6, 2008.

Absent: Trustee McKinney, Trustee Schwartz

The motion carried unanimously.

**C. ORDINANCE NO. 197 – URBAN SERVICE DISTRICT BOUNDARY, SECOND
READING**

The motion was made by Trustee Devereaux and supported by Trustee Greene to approve the ordinance.

**ORDINANCE NO. 197:
URBAN SERVICE DISTRICT BOUNDARY**

SECOND READING

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The Township Board of the Charter Township of Superior held the final reading of Ordinance 197 for the Charter Township of Superior, entitled “Urban Service District Boundary”. The first reading of the Ordinance 197 was made at the regular meeting of the Charter Township of Superior Board of Trustees held on May 19, 2025, at the Superior Charter Township Hall located at 3040 N. Prospect Road, Ypsilanti, MI 48198.

Ordinance 197 outlines the framework for managing water and sewer services within the Charter Township of Superior. The ordinance establishes and identifies an Urban Service District boundary based on critical factors such as population growth, zoning, land use policies, and the capacity of the water and sewage systems. This boundary is essential for governmental agreements and aligns with the Township's Master Plan. Ordinance 197 further establishes procedures and standards for review and modification of the Urban Service District boundaries.

Absent: Trustee McKinney, Trustee Schwartz

The motion carried unanimously.

D. RESOLUTION 2025-30, RESOLUTION TO APPROVE PROFESSIONAL SERVICE AGREEMENT WITH JCM MEDIA GROUP FOR WEBSITE SUPPORT AND PROJECT SERVICES

The motion was made by Trustee Greene and supported by Treasurer Lewis to approve the resolution.

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO APPROVE PROFESSIONAL SERVICE AGREEMENT
WITH JCM MEDIA GROUP
FOR WEBSITE SUPPORT AND PROJECT SERVICES**

RESOLUTION NUMBER: 2025-30

DATE: MAY 19, 2025

WHEREAS, Superior Township recognizes the importance of maintaining and improving its public-facing digital platforms to ensure accessibility, functionality, and effective communication with its residents; and

WHEREAS, JCM Media Group has submitted a proposal to provide professional website services and technical support, including WordPress training, updates, ADA compliance improvements, and general maintenance support; and

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WHEREAS, the engagement will commence on **July 1, 2025**, and conclude on **October 1, 2025**, with an option to renew ongoing support at a discounted rate thereafter; and

WHEREAS, the total value of services proposed is **\$8,225.00**, and JCM Media Group has extended two 10% discounts totaling **\$1,646.00**—one for a three-month commitment and one in recognition of Superior Township's non-profit status—bringing the **final estimated cost to \$6,579.00**; and

WHEREAS, the scope of work and schedule of rates include:

Service	Hours	Cost
WordPress Training (2 dedicated hours)	2	\$350.00
WordPress, Plugin, and Hosting Updates	2	\$350.00
ADA Compliance Updates & WCAG Testing	20	\$3,500.00
Updates Punch List & Staff Collaboration	8	\$1,400.00
General As-Needed Support (5 hrs/month)	15	\$2,625.00

NOW, THEREFORE, BE IT RESOLVED, that the Superior Township Board hereby approves the engagement of **JCM Media Group** under the direction of the Clerk's Office, for the term beginning **July 1, 2025**, and ending **October 1, 2025**, with the option to renew, and authorizes the necessary expenditure of **\$6,579.00** for the described services.

CERTIFICATION STATEMENT

I, Angela Robinson, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on June 16, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk

6/16/2025
Date Certified

Absent: Trustee McKinney, Trustee Schwartz

The motion carried unanimously.

11. NEW BUSINESS

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A. RESOLUTION 2025-35, RESOLUTION TO APPROVE AN EXTENSION TO THE SPECIAL DISTRICT AREA PLAN FOR WILLOW RUN ACRES – CLAY HILL COMMUNITY FARM AND GARDEN

The motion was made by Supervisor Dabish Yahkind and supported by Trustee Devereaux to approve the resolution.

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

RESOLUTION TO APPROVE AN EXTENSION TO THE SPECIAL DISTRICT AREA PLAN FOR WILLOW RUN ACRES — CLAY HILL COMMUNITY FARM & GARDEN

RESOLUTION NUMBER: 2025-35

DATE: JUNE 16, 2025

WHEREAS, on August 21, 2023, Willow Run Acres received approval from Superior Charter Township for the Clay Hill Community Farm & Garden project through the Special District Area Plan (STPC 23-04), resulting in the rezoning of three (3) parcels; and

WHEREAS, since the approval, significant progress has been made in developing the site; and

WHEREAS, although the Special District Area Plan is valid for a period of two (2) years under Section 7.107A of the Zoning Ordinance, Willow Run Acres, at the recommendation of the partnered engineers with Engineers Without Borders, has requested a 365-day extension as permitted under Section 7.107D; and

WHEREAS, the requested extension is to allow for the incorporation of updated wetland mapping into final planning efforts and to ensure adequate coordination and final approvals with road, water, and drain commissions;

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves a *one year* extension to the Special District Area Plan for the Clay Hill Community Farm & Garden project (STPC 23-04), as requested by Willow Run Acres, in alignment with Section 7.107D of the Zoning Ordinance.

BE IT FURTHER RESOLVED that this extension shall expire one year from the original expiration date of the approved Area Plan, unless otherwise extended or modified by the Township Board.

CERTIFICATION STATEMENT

I, Angela Robinson, the duly qualified Clerk of the Charter Township of Superior, Washtenaw

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County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on June 16, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk

6/16/2025
Date Certified

Absent: Trustee Mckinney, Trustee Schwartz

The motion carried unanimously.

B. RESOLUTION 2025-36, RESOLUTION TO APPROVE 2025 LOCAL ROAD PROGRAM AGREEMENT WITH WASHTENAW COUNTY ROAD COMMISSION

The motion was made by Trustee Devereaux and supported by Treasurer Lewis to approve the resolution.

Trustee Schwartz returned to the meeting at 8:46pm.

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO APPROVE 2025 LOCAL ROAD PROGRAM AGREEMENT WITH
WASHTENAW COUNTY ROAD COMMISSION**

RESOLUTION NUMBER: 2025-36

DATE: JUNE 16, 2025

WHEREAS, Superior Charter Township seeks to support improvements to Cherry Hill Road from the end of pavement to Frains Lake Road, including drainage improvements, heavy brushing, surface shaping, and application of 6" of 23A Limestone; and

WHEREAS, the Washtenaw County Road Commission (WCRC) will oversee and complete the improvements in accordance with its standards; and

WHEREAS, the total estimated cost of the project is \$305,000.00, with WCRC contributing \$126,552.00 in local matching funds, and the remaining \$178,448.00 to be paid by Superior Township;

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NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board approves the 2025 Agreement with the Washtenaw County Road Commission and authorizes the Township Supervisor and Clerk to execute the agreement and take all necessary actions to fulfill its terms.

CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk

6/16/2025
Date Certified

Absent: Trustee McKinney

The motion carried unanimously.

**C. RESOLUTION 2025-37, RESOLUTION TO ADOPT A SCHEDULE OF
MUNICIPAL FEES FOR THE ADMINISTRATION OF THE RENTAL HOUSING
CERTIFICATION ORDINANCE NO. 196**

The motion was made by Trustee Schwartz and supported by Trustee Devereaux to approve the resolution.

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO ADOPT A SCHEDULE OF MUNICIPAL FEES
FOR THE ADMINISTRATION OF THE
RENTAL HOUSING CERTIFICATION ORDINANCE NO. 196**

RESOLUTION NUMBER: 2025-37

DATE: JUNE 16, 2025

WHEREAS, the Charter Township of Superior has adopted Ordinance No. 196 entitled the Rental Housing Certification ordinance; and,

WHEREAS, the Rental Housing Certification ordinance establishes requirements for owners of all forms of rental housing to register their properties, consent to biennial inspections

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of their properties, and obtain certification of property maintenance code compliance of their properties in order to lawfully occupy such dwellings; and,

WHEREAS, Ordinance Section 196.17 provides for the Township to charge reasonable fees to receive and process registrations, to schedule and perform inspections, to post notices, to invoice and collect fees, to issue certificates of compliance, to investigate tenant complaints, and for other miscellaneous requirements to administer this ordinance; and,

WHEREAS, the Township has entered into an agreement with Carlisle Wortman Associates, Inc. to administer all aspects of the Rental Housing Certification ordinance pursuant to a schedule of contractual service fees;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby adopts the enclosed schedule of fees for the administration of the Rental Housing Certification ordinance to cover contractual costs and Township overhead costs for the administration of the Rental Housing Certification program, a copy of which shall be placed on file and made available to the public by the Township Clerk's Office.

**SUPERIOR TOWNSHIP
RENTAL HOUSING CERTIFICATION FEE SCHEDULE**

REGISTRATION FEES <i>(one-time fee per ownership)</i>		
SINGLE FAMILY HOUSES	\$80	Single family & owner-occupied duplex
DUPLEX 2-FAMILY HOUSES	\$110	Duplex structure with two rental units
MULTIFAMILY BUILDINGS	\$135	Per building with 3 or more units each

INSPECTION FEES		
<u>SINGLE FAMILY</u>		
Inspection	\$135	Interior & Exterior
<u>DUPLEX / 2-FAMILY</u>		
Inspection	\$75	Exterior Bldg & Grounds
	\$75	Interior per Dwelling Unit
<u>MULTIFAMILY</u>		
Inspection	\$140	Each Bldg Exterior & Grounds
	\$80	Each Dwelling Unit
	\$80	Each Accessory Facility (mechanical, laundry,
		boiler, pool/recreation, storage, office, etc)

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ALL STRUCTURES

Re-Inspection	\$65	Each Compliance Verification Visit
Administrative Records Check	\$25	Verify Receipt/Process Required Documents
Property Posting	\$55	Non-Compliance Notice Posted on Property
Owner/Agent Transfer	\$35	Per Structure
Late Cancellation (< 72 hrs notice)	\$25	*(one per cycle at no cost)
Inspection No Show/Lock Out	®	Equal to Scheduled Inspection Fee Billed to Tenant If No Code Violation(s)
Complaint Response/Inspection	\$80	Verified Billed to Owner if Code Violation(s)
	\$80	Verified
Failure to Register Penalty	\$140	Per Structure + Required Inspection Fees
Administrative Inspection		Per Dwelling Unit + Required Inspection
Warrant	\$300	Fees

Updated June 16, 2025

CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk	6/16/2025 Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: Trustee McKinney

The motion carried unanimously.

D. RESOLUTION 2025-38, RESOLUTION TO PROCLAIM JULY 2025 PARKS AND RECREATION MONTH IN THE CHARTER TOWNSHIP OF SUPERIOR

The motion was made by Trustee Schwartz and supported by Treasurer Lewis to approve the resolution.

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WASHTENAW COUNTY, MICHIGAN**

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**RESOLUTION DECLARING JULY 2025 AS PARKS & RECREATION
MONTH IN THE CHARTER TOWNSHIP OF SUPERIOR**

RESOLUTION NUMBER: 2025-38

DATE: JUNE 16, 2025

WHEREAS, parks and recreation is an integral part of communities throughout this country, including the Charter Township of Superior; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS, parks and recreation encourages physical activities by providing space for play, walking & hiking trails, picnic, outdoor fitness, and many other activities designed to promote active lifestyles; and

WHEREAS, nationally, parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming, youth activities, and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation is an essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

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WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the Charter Township of Superior recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that July 2025 is recognized as Park and Recreation Month in the Charter Township of Superior.

CERTIFICATION STATEMENT

I, Angela Robinson, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on June 16, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

_____ Angela Robinson, Township Clerk	_____ 6/16/2025 Date Certified
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Absent: Trustee McKinney

The motion carried unanimously.

E. RESOLUTION 2025- 39, RESOLUTION TO ASSIGN PAYROLL BACK UP DUTIES TO THE CLERK’S ADMINISTRATIVE ASSISTANT AND APPROVE A PAY ADJUSTMENT

The motion was made by Treasurer Lewis and supported by Clerk Robinson to approve the resolution.

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MI**

**RESOLUTION TO ASSIGN PAYROLL BACK UP DUTIES TO THE CLERK’S
ADMINISTRATIVE ASSISTANT AND APPROVE A PAY ADJUSTMENT**

RESOLUTION NUMBER: 2025-39

DATE: JUNE 16, 2025

WHEREAS, the Charter Township of Superior recognizes the critical importance of the Office/Accounting Administrator in ensuring the effective operation of the Township payroll functions; and

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WHEREAS, a review of the position has identified a significant operational risk due to the absence of a designated backup for the Office/Accounting Administrator, in the areas of payroll during periods of absence, leave, vacation or turnover; and

WHEREAS, this risk can be effectively mitigated by integrating payroll backup responsibilities into the Clerk's Administrative Assistant position; and

WHEREAS, Kristina Rankin, currently serving as the Administrative Assistant to the Clerk, brings 25 years of court administrative experience and holds a bachelor's degree, with demonstrated excellence in document management, account reconciliation, compliance, confidentiality, and administrative operations; and

WHEREAS, since beginning formal payroll training on June 13, 2025, Kristina Rankin has exhibited a high level of competence and professionalism, including exceptional organizational skills, sound judgment, and reliable execution of payroll-related responsibilities; and

WHEREAS, the addition of these complex and sensitive payroll duties significantly expands the scope and accountability of Kristina Rankin's current role and warrants equitable compensation that reflects the increased responsibilities; and

WHEREAS, a compensation hourly wage adjustment to \$35.00 as appropriate and justified, an increase from her previous \$32.00; and

WHEREAS, the Board affirms the importance of retaining high-performing personnel whose contributions directly support the Township's operational stability and service delivery.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees hereby:

1. **Formally** assign payroll backup responsibilities to the Clerk's Administrative Assistant position to ensure continuity in payroll functions.
2. **Approves an hourly wage increase** to \$35.00 for Kristina Rankin, effective immediately and retroactive to June 13, 2025, in recognition of her expanded role.
3. **Confirms** that this compensation adjustment shall take effect upon the formal lifting of the Township's hiring moratorium, with retroactive pay applied from June 13, 2025.
4. **Declares** this resolution effective immediately upon adoption to address the Township's urgent operational needs and safeguard critical administrative functions.

CERTIFICATION STATEMENT

**CHARTER TOWNSHIP OF SUPERIOR BOARD
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I, Angela Robinson, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on June 16, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk

6/16/2025
Date Certified

Roll Call

Aye: Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: Supervisor Dabish Yahkind, Trustee Devereaux

Absent: Trustee McKinney

The motion carried 4 to 2.

F. RESOLUTION 2025-40, RESOLUTION TO APPROVE UPDATED UTILITY FEES

**~~CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN~~**

~~RESOLUTION TO APPROVE UPDATED UTILITY FEES~~

~~RESOLUTION NUMBER: 2025-40~~

~~DATE: JUNE 16, 2025~~

~~WHEREAS~~, the Superior Township Utility Department has reviewed and updated its fee structure to ensure continued maintenance and operation of the township's water and sewer systems; and

~~WHEREAS~~, the updated fee schedule reflects current costs associated with meter installations, customer service requests, billing, construction support, and miscellaneous utility services; and

~~WHEREAS~~, the updated fees are necessary to support departmental operations and are consistent with the Township's goal of providing reliable and equitable utility services;

~~NOW, THEREFORE, BE IT RESOLVED~~ that the Superior Charter Township Board hereby approves the 2025 Updated Utility Fee List as presented by the Utility Department, effective immediately upon adoption of this resolution.

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Item removed from the agenda

G. MOTION TO APPROVE 2-YEAR CONTRACTS WITH COMCAST FOR PHONE AND INTERNET SERVICE

The motion was made by Trustee Schwartz and supported by Trustee Devereaux to approve the contracts.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: Trustee McKinney

The motion carried unanimously.

H. MOTION TO APPROVE 5-YEAR LEASE WITH QUADIENT FOR POSTAGE MACHINE AND FOLDER

The motion was made by Trustee Devereaux and supported by Clerk Robinson to approve the lease.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: Treasurer Lewis

Absent: Trustee McKinney

The motion carried 5 to 1.

12. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

A. APPROVE PAYMENT OF MTA ANNUAL DUES

The motion was made by Trustee Schwartz and supported by Treasurer Lewis to approve the payment.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: Trustee McKinney

The motion carried unanimously.

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B. APPROVE PAYMENT OF MEALS ON WHEELS ANNUAL INVOICE

The motion was made by Treasurer Lewis and supported by Trustee Schwartz to approve the payment.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: Trustee McKinney

The motion carried unanimously.

C. APPROVE PAYMENT OF B&B FIRE DIVISION INVOICE

The motion was made by Treasurer Lewis and supported by Clerk Robinson to approve the payment.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: Trustee McKinney

The motion carried unanimously.

D. APPROVE PAYMENT OF DOAN CONSTRUCTION CO. INC., INVOICE

The motion was made by Trustee Devereaux and supported by Clerk Robinson to approve the payment.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: Trustee McKinney

The motion carried unanimously.

13. PLEAS AND PETITIONS

- **Treasurer Lewis** expressed heartfelt gratitude to all sponsors, supporters, and participants of Superior Day, noting the event had a great turnout and beautiful weather.

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- **Irma Golden**, Sheffield Dr., asked on behalf of Kelly Goolsby when something would be done about the roads in Sycamore Meadows and Danbury Green. Irma echoed these concerns and raised further issues about misinformation regarding a lawsuit amount. She called for an ethics manual to ensure transparency, and criticized the board's inaction on the unresolved issue of unreturned Township equipment by a board member. Her remarks emphasized the need for consistent accountability and public trust.

14. ADJOURNMENT

The motion was made by Trustee Schwartz and supported by Trustee Greene to adjourn the meeting. The motion carried and the meeting adjourned at 9:23pm.

Respectfully submitted,

Angela Robinson, Clerk

Emily Dabish Yahkind, Supervisor